

O/o the Mission Director,  
Mission for Elimination of Poverty in Municipal Areas,  
Andhra Pradesh, Guntur.

**CIRCULAR**

**Cir.Roc. No: 3/MIS/2017, Dated: 15-05-2017**

**Sub:** - APMEPMA – Field Visits & Non Negotiables for Project Functionaries – Instructions  
- Regarding.


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The Government observed that some of the MEPMA functionaries are not giving due importance to the field visits which is hampering progress to a great extent which is evident from the Tour Diary Updation. The issue has been discussed in detail with Project Directors during various conferences / Review meetings.

In order to bring discipline and accountability, it is decided to introduce the following non-negotiables for the Project Directors: -

- Adopt 1 SHG, 1 SLF & 1 TLF and make it as model unit for all interventions (Adoption screens provided in PD Login)
- To attend 5 SHG Meetings, 2 SLF Meetings & 2 TLF Meetings in every month (Tour Diary)
- Perform visits to 10 different Training Centers (EST&P), 5 Banks, All Municipal Commissioner office, All Night shelters & C.B.O Trainings. (Tour Diary)
- Attend District and Town level Bankers committee meetings without fail. (Tour Diary)
- Conduct press meets/Tours at least once in a month (email to [media@apmepma.gov.in](mailto:media@apmepma.gov.in))
- Must prepare 5 Best practices for documentation and send to Head Office through email to [media@apmepma.gov.in](mailto:media@apmepma.gov.in)
- Conduct regular review meetings with DMCs 2 times a month, TMC/Cos once in a month and RPs (not more than 50 members at a time) once in a month. (Tour Diary)
- To follow fixed schedule of meetings – activity wise as follows: -
  - Monday - Finance, Audit & Administration
  - Tuesday – SMID& Education
  - Wednesday - SEP, BL&Sthreenidhi
  - Thursday – SUH, SUSV
  - Friday - Livelihoods, CL&SCs, ESTP
  - Saturday – Social Security, Health

All the Project Directors are hereby instructed to follow the said instructions scrupulously without any deviation and update the details online in the screens prescribed for the activities.

  
MISSION DIRECTOR  
E 15/5/2017

To

All the Project Directors of MEPMA in the State  
All SMM/SMC/DMCs

Copy to all Municipal Commissioners in the state through RDMA  
Copy submitted to DMA  
Copy submitted to all the District Collectors in the state  
Copy submitted to OSD to Hon'ble Minister., MA&UD department  
Copy submitted to Prl Secretary to Govt, MA&UD department